

A CATALOG OF MAJOR JOB RESPONSIBILITIES

**FOR USE IN THE
JOB PERFORMANCE PLANNING AND EVALUATION PROGRAM**

**This catalog is specifically designed for classifications previously identified
as using the 2D Specialized Form.**

**(See the next page for a listing of classifications previously associated with
the specialized form identified above.)**

To be used for developing Job Performance Plans

September, 2008

Special Form 2D

These Major Job Responsibilities and Descriptions of Exceptional Performance were derived from the specialized 2D Form and may be useful for the following classifications:

- Automotive Master Mechanic
- Baker
- Barber
- Beautician
- Boiler Operator 1
- Boiler Operator 2
- Building Maintenance Worker 1
- Building Maintenance Worker 2
- Building Maintenance Worker 3
- Conservation Worker 1
- Conservation Worker 2
- Cook 1
- Cook 2
- Correctional Farm Crew Leader 1
- Correctional Farm Crew Leader 2
- Custodial Worker 1
- Custodial Worker 2
- Dental Assistant 1
- Dietitian's Assistant
- Environmental Health Aide
- Equipment Mechanic 1
- Equipment Mechanic 2
- Equipment Operator
- Equipment Service Worker
- Food Service Assistant
- Food Service Steward 1
- Food Service Worker
- Forestry Aide 1
- Forestry Aide 2
- Greenskeeper
- Grounds Worker 1
- Grounds Worker 2
- Grounds Worker 3
- Heating and Refrigeration Mechanic 1
- Heating and Refrigeration Mechanic 2
- Heating and Refrigeration Mechanic 3
- Highway Maintenance Worker 1
- Highway Maintenance Worker 2
- Highway Maintenance Worker 3
- Laboratory Aide
- Laborer
- Laundry Worker 1
- Laundry Worker 2
- Locksmith
- Long Distance Hauler
- Maintenance Carpenter 1
- Maintenance Carpenter 2
- Maintenance Electrician 1
- Maintenance Electrician 2
- Maintenance Mechanic 1
- Maintenance Mechanic 2
- Maintenance Mechanic 3
- Maintenance Painter 1
- Maintenance Painter 2
- Maintenance Plumber 1
- Maintenance Plumber 2
- Meatcutter
- Mental Health/Mental Retardation Aide
- Seamstress 1
- Seamstress 2
- Security Guard 1
- Security Guard 2
- Servitor
- Storekeeper 1
- Stores Clerk
- Transportation Assistant 1
- Transportation Assistant 2
- Vehicle Operator
- Warehouse Worker
- Watchkeeper
- Weights and Measures Inspector
- Welcome Center Assistant
- Wildlife Equipment Operator
- Wildlife Technician 1

GENERAL JOB PERFORMANCE AREAS

- 9301. FOLLOWING WORK INSTRUCTIONS
- 9302. WORKING WITHOUT CLOSE SUPERVISION
- 9303. ATTENDANCE AND PUNCTUALITY
- 9304. COOPERATING WITH CO-WORKERS, SUPERVISORS AND GENERAL PUBLIC
- 9305. PERFORMING SPECIAL ASSIGNMENTS
- 9306. FOLLOWING WORK REQUIREMENTS
- 9307. USE OF WORKING TIME
- 9308. SUPERVISION OF FACILITY POPULATION
- 9309. SAFETY AND SECURITY PROCEDURES
- 9310. USING AND MAINTAINING TOOLS, EQUIPMENT AND SUPPLIES
- 9311. KEEPING RECORDS/FILLING OUT FORMS
- 9312. LEADING AND/OR TRAINING OTHER EMPLOYEES
- 9313. SUPERVISING EMPLOYEES

9301. FOLLOWING WORK INSTRUCTIONS

- 9301A. Always carries out supervisor's instructions properly.
- 9301B. Immediately asks supervisor for more details whenever unsure of what should be done.
- 9301C. Once explained, instructions never have to be repeated, and employee does not have to be reminded to carry them out.
- 9301D. Immediately notifies supervisor if for some reason instructions cannot be carried out.

9302. WORKING WITHOUT CLOSE SUPERVISION

- 9302A. Correctly carries out all routine assignments without prompting or supervision.
- 9302B. Always checks own work and corrects any mistakes; activities do not have to be checked by supervisor.
- 9302C. Consistently recognizes things that need to be done and carries out the responsibility without prompting from supervisor.
- 9302D. Asks other employees for help whenever having difficulty.
- 9302E. Always recognizes when supervisory assistance is necessary, and immediately contacts supervisor when appropriate.

9303. ATTENDANCE AND PUNCTUALITY

- 9303A. Is always ready to begin work at the scheduled time.
- 9303B. Promptly informs supervisor whenever ill and clearly explains illness.
- 9303C. Always notifies supervisor before scheduled work time if going to be late for work.
- 9303D. Returns to work from all scheduled meals and breaks at the scheduled time.
- 9303E. Never leaves work before scheduled quitting time without permission from supervisor.
- 9303F. Annual leave and special absences are always scheduled and approved in advance.

**9304. COOPERATING WITH CO-WORKERS, SUPERVISORS AND
GENERAL PUBLIC**

- 9304A. Always responds in a friendly, courteous manner to requests for help or information.
- 9304B. Consistently communicates effectively with others.
- 9304C. Always cooperates with others in order to complete work assignments.
- 9304D. Effectively covers the work for others during their breaks or in their absence.
- 9304E. Effectively assists others in completing work in times of heavy work loads or emergencies.
- 9304F. always resolves conflicts with other quickly and effectively; never loses temper.
- 9304G. Accurately and courteously directs all visitors to appropriate personnel or locations.

9305. PERFORMING SPECIAL ASSIGNMENTS

- 9305A. Effectively works on any special assignments.
- 9305B. Always adapts effectively to changes in assignments.
- 9305C. Follows through on all additional duties assigned (i.e., effectively gets them done).
- 9305D. Routinely volunteers to work with those having special difficulties.
- 9305E. Is never argumentative (it's not my turn; I went last time, etc).

9306. FOLLOWING WORK REQUIREMENTS

- 9306A. Always accepts and enforces changes in policies and procedures.

- 9306B. Clothing is always appropriate for the work to be done and is neat and clean.
- 9306C. Personal appearance and hygiene is always appropriate for the work environment.
- 9306D. Maintains all required certifications and/or licenses.
- 9306E. Never releases confidential information to unauthorized personnel.

9307. USE OF WORKING TIME

- 9307A. Consistently performs more urgent an important work first.
- 9307B. Works efficiently; avoids both idle and rush periods whenever possible.
- 9307C. Starts all new assignments without delay.
- 9307D. Always completes work in a way that allows new and/or additional assignments to be routinely taken on.
- 9307E. Work is regularly accomplished in such a manner that new and/or additional assignments can be routinely taken on.
- 9307F. Never uses working time for personal calls (e.g., personal telephone calls).
- 9307G. Always uses work time effectively; does not waste time.
- 9307H. Constantly maintains a productive working relationship with co-workers and general public.
- 9307I. Never interferes with the work performance of co-workers.

9308. SUPERVISION OF FACILITY POPULATION

- 9308A. Always maintains appropriate professional relationships with individuals; never encourage over-familiarity.
- 9308B. Consistently makes appropriate referrals.
- 9308C. Appropriate corrective action is always taken, actions are fully documented immediately when necessary.
- 9308D. Responds to each individual's needs, never violating their rights.
- 9308E. Routinely documents acts of good behavior by individuals.
- 9308F. Insures that standards of cleanliness are maintained in work areas at all times.
- 9308G. Insures that individuals are at work on time.
- 9308H. Insures that individuals are always working properly and safely, never abusing equipment.
- 9308I. Knows the whereabouts of all individuals under supervision.
- 9308J. Insures that individuals always adhere to clothing and personal hygiene standards.

9309. SAFETY AND SECURITY PROCEDURES

- 9309A. Always follows all safety procedures properly and uses proper safety equipment.
- 9309B. Reports all unsafe working conditions or equipment to supervisor; promptly takes corrective action if possible.
- 9309C. Consistently keeps work areas neat, clean, and organized.
- 9309D. Properly follows all state and departmental security procedures; insures that work areas are always secure.
- 9309E. Obeys all traffic laws whenever using vehicles, including use of seat belts.
- 9309F. Insures that vehicles and/or equipment are in proper working order before using.
- 9309G. Routinely checks vehicles and/or equipment for damage; documents and/or reports any damage to supervisor.
- 9309H. Never uses vehicles or equipment in a manner which might endanger others, or cause damage to the vehicle or equipment.
- 9309I. Handles, stores, and disposes of all chemicals and/or hazardous materials properly.

9310. USING AND MAINTAINING TOOLS, EQUIPMENT AND SUPPLIES

- 9310A. Always uses tools, equipment, and supplies carefully and properly.
- 9310B. Uses proper amount of supplies; is never wasteful.
- 9310C. Checks tools and equipment regularly and reports any maintenance or repair needs to supervisor.
- 9310D. Accurately describes all maintenance and repair needs.
- 9310E. Always performs routine maintenance and repairs promptly and properly.
- 9310F. Always informs supervisor of any tools, equipment, or supplies that are needed before running out.
- 9310G. Properly stores all tools, equipment, and supplies.
- 9310H. Follows all proper tool and equipment control policies and procedures.

9311. KEEPING RECORDS/FILLING OUT FORMS

- 9311A. Keeps all required records properly and accurately.
- 9311B. Always fills out forms properly and accurately; checks forms to make sure there are no mistakes.
- 9311C. All information or codes are recorded neatly, accurately, with correct spelling, and are easy to read.

- 9311D. Forms and records are always checked for missing information; necessary corrections are quickly made.
- 9311E. Consistently submits all forms on time as required.

9312. LEADING AND/OR TRAINING OTHER EMPLOYEES

- 9312A. Always thoroughly familiarizes new employees with the work site and co-workers.
- 9312B. Clearly and thoroughly explains all job responsibilities and duties to employees.
- 9312C. Effectively answers all work-related questions from employees.
- 9312D. Always assigns work to employees in a way which gets the work done as efficiently as possible.
- 9312E. Effectively works with employees to help improve their performance.
- 9312F. Consistently praises employees for jobs that are well done.
- 9312G. Informs supervisor whenever training is required for assigned employees.
- 9312H. Always effectively resolves problems and conflicts.
- 9312I. Promptly informs assigned employees of any changes in policies or procedures.
- 9312J. Always keeps supervisor informed of both positive and negative aspects of assigned employees' performance.

9313. SUPERVISING EMPLOYEES

- 9313A. Consistently monitors work of subordinates and insures compliance with departmental policies and procedures.
- 9313B. Criticism is always constructive, tactful, and given in an appropriate setting.
- 9313C. Decisions are always timely, appropriate, and effectively followed up.
- 9313D. Consistently provides correct information on policies and procedures, or makes appropriate referrals.
- 9313E. Readily supports and effectively implements all changes in policies and procedures, even if contrary to personal opinion.
- 9313F. Always sets positive examples for subordinates.
- 9313G. Accurately conveys information from other staff to line personnel.
- 9313H. Always effectively resolves conflicts between employees before they interfere with job performance.